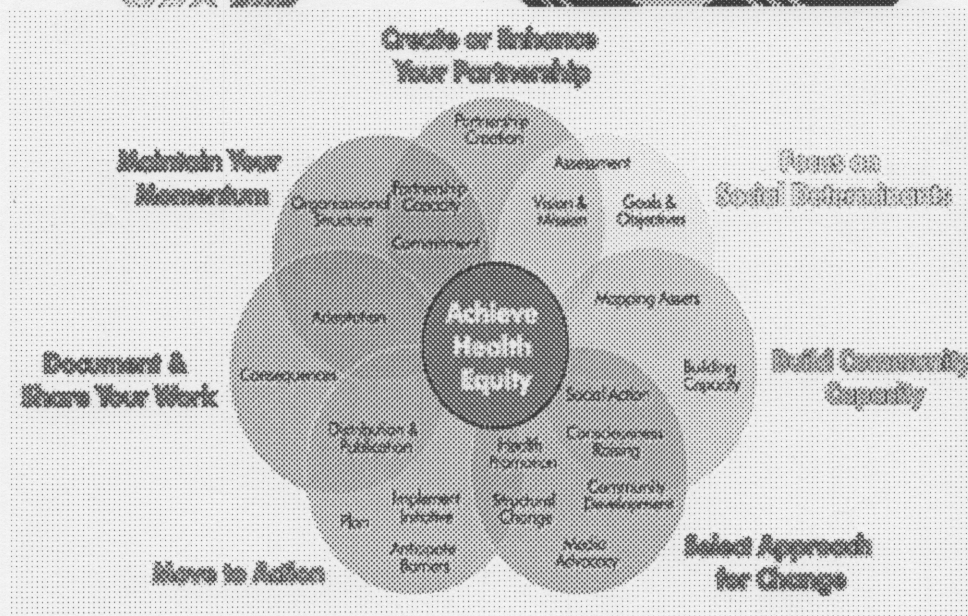
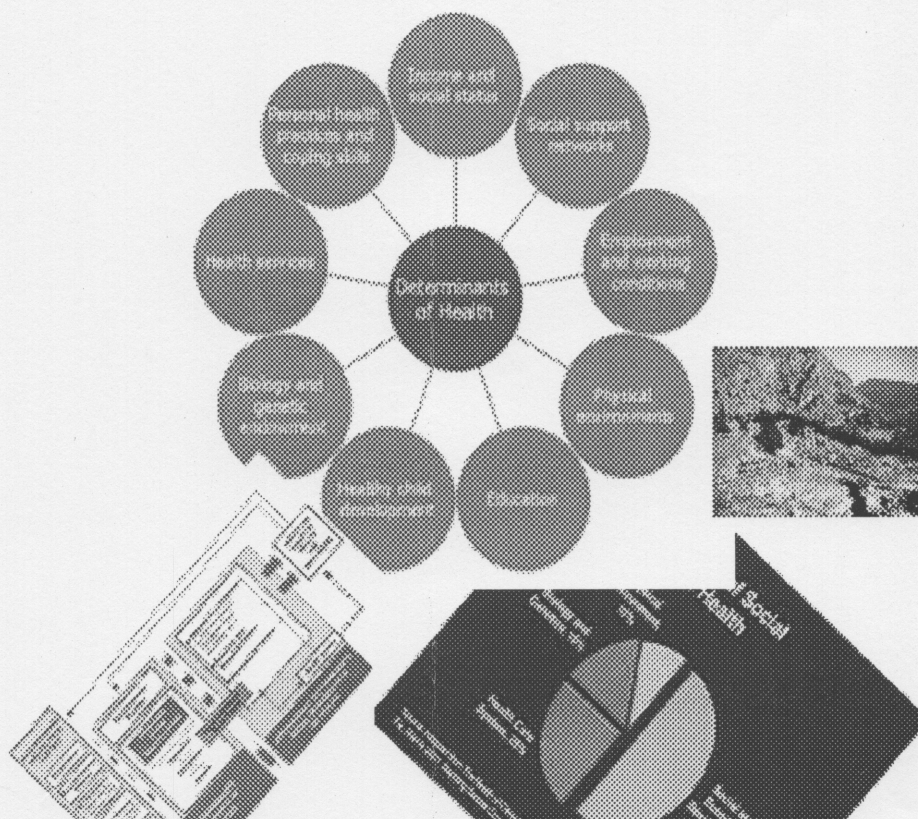




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Rules and Regulations

February 2017

Rushmore Business School

RUSHMORE BUSINESS SCHOOL
RUSHMORE COMPLEX
SODNAC LINK ROAD
QUATRE-BORNES
MAURITIUS
TEL: (230) 696 2671
FAX: (230) 696 2729
WEBSITE: WWW.RBS.AC.MU

Fatally. Abn. A.S.

29.01.18

1.0 Admission and Registration

General Entrance Requirements

- 1.1 Applicants are considered solely on the basis of their academic merits, abilities and potential, regardless of gender, ethnicity, national origin, disability, religion, sexual orientation or any other irrelevant distinction.
- 1.2 The minimum age limit to enrol on a course is 18 years. If the applicant is under 18, then the application has to be made by the parent or guardian.
- 1.3 Qualifications required for admission vary from programme to programme. Information about the specific entrance requirements for each course can be obtained from the course outline or Rushmore's website.
- 1.4 Consideration is given as to whether applicants have the academic aptitude to fulfil the objectives of the programme of study and achieve the standards required by the awarding body or institution.
- 1.5 A range of factors additional to, and in some cases instead of, formal examination results is considered in the selection process. These can include the personal statement of the candidate, references, additional evidence of achievement, motivation and potential as gathered through interview or assessment of written materials, other factors as appropriate to the discipline, such as employment or volunteer work in relevant fields and sustained critical engagement with relevant issues.
- 1.6 Achieving examination grades equivalent to or above the standard offer for a course does not automatically entitle a candidate to an offer.
- 1.7 Applications are subject to final approval by the awarding body or institution.
- 1.8 Students registered on a full-time programme of study at Rushmore may not be registered on another full-time programme at another institution, unless Rushmore has granted permission. However, where such permission is granted, resulting academic pressure will not be accepted as mitigating circumstances for poor academic performance.

Language Requirements

- 1.9 If there is any doubt about an applicant's English language ability, and if applicable, Rushmore reserves the right to require him or her to achieve a satisfactory score in an English language test.
- 1.10 Where courses are taught in another language besides English, Rushmore reserves the right to request a candidate to provide proof of language competency in order to be considered for the programme.

2.0 Tuition Fees

Payment of Fees

- 2.1 All students are expected to ensure that they are able to fund their studies throughout the duration of the programme.
- 2.2 Sponsored candidates will need to produce a letter from their employer or sponsor stating clearly the terms and extent of the sponsorship.
- 2.3 Tuition fees for the academic year include the following: course materials and exams fees except for professional courses. An annual fee of Rs.1500 will be applicable for e-services and facilities, which must be cleared prior to the start of any course.
- 2.4 Tuition fees are exclusive of travel costs to the School.
- 2.5 Tuition fees are normally payable prior to the start of the academic year for every programme. There is a discount of 5% on payment of full tuition fees.
- 2.6 Students may be allowed to pay tuition fees on a semester basis or in four monthly instalments. Semester fees payable by instalments include an administrative charge of 5%.
- 2.7 Payments can be made by cheque, cash, bank transfer or debit/credit card. However, note that an administration fee of 2.6% will be charged for all payments effected through a card processing system. Where a cheque is returned unpaid, a charge of Rs50 shall be levied.
- 2.8 Students having to resubmit an assignment or resit an exam will be charged a resubmission fee or resit fee accordingly. An Exam ticket (per module) shall be issued by the Accounts Dept to students once clearance of same is gained so as to access Examination Room for a resit exam. The resubmission fee or resit fee will vary according to the awarding institution and a list is published on the school's VLE (Moodle).

Non-Payment of Fees

- 2.9 Students who fail to keep up with their payments of tuition fees may not be allowed to attend classes and/or may not be provided with study materials until the full amount due is settled. Access to the school's VLE (Moodle) may also be deactivated.
- 2.10 Where a student encounters significant and genuine financial hardship, s/he should inform the School of the circumstances, so that his/her case may be considered by Management. Failure to inform Management may result in termination of registration.
- 2.11 Where a sponsor, employer, parent or guardian, agrees to pay tuition fees on behalf of a student, the parent or guardian shall inform the School in writing. However, the liability to ensure that fees are paid rests with the student.

IT and Internet Access

- 3.11 A well-equipped computer lab is accessible to students for academic purposes.
- 3.12 Students who need access to the computer lab need to make a request to the Registry.
- 3.13 The use of computers and the Internet at Rushmore is subject to the rules and regulations in Section 9

Moodle (Virtual Learning Environment)

- 3.14 Moodle is the main medium through which course information is conveyed to students. Moodle is a 'Virtual Learning Environment' (VLE). Moodle facilitates and manages electronic communication and provide access to your course materials and for uploading your assignments.
- 3.15 Moodle will be extensively used in the delivery of your course materials but it will also provide a medium for conveying general course information such as announcements, timetables, staff contact details, course documentation and link to useful sources related to your course. You are strongly advised to check Moodle regularly for latest updates on your course and modules respectively.
- 3.16 Once you have enrolled on the course, you will be inducted on how to use Moodle to enhance your learning experience.

Email Account

- 3.17 As a registered student with Rushmore Business School, you will have your own personalised email via Microsoft Office 365. Once you have enrolled on the course, you will be given your user details to access your email.
- 3.18 **Important note:** Rushmore Business School will use your personalised email address regularly to send various information regarding your course and modules, therefore it is imperative that you check your email account daily. Your own personal email be used in the event of an emergency.

Printing

- 3.19 Printing facilities are available to students at the Registry for a fee of Rs1.00 per one-sided page.
- 3.20 Printing facilities are available only for materials related to the student's course.

Seminar Rooms

- 3.21 Case study and group discussions/presentations constitute a major aspect of the different courses offered at Rushmore. Seminar and meeting rooms for the purpose of group work/discussions are available as and when needed.
- 3.22 Students who need to use seminar and/or meeting rooms need to make a booking at the Registry at least 24 hours before.

- 4.6 All students must register their residential address, telephone number and email address with Rushmore and all students must notify the School immediately of any change of address, telephone number or email address.
- 4.7 All students must provide the contact details of any person or organisation sponsoring their studies to the School.
- 4.8 All students must provide the contact details of a next of kin or responsible party that can be contacted in cases of emergency.

- 5.10 Each student will be allocated an exam ticket for each exam without which s/he will not have access to the examination. No exam ticket will be issued to students who are in arrears with fees.

6.0 Quality Assurance

- 6.1 The maintenance of high standards of quality in teaching and learning is one of the main concerns at Rushmore. The overall responsibility for the Quality Assurance Procedures and their role in improving the learning and teaching process within the School resides with the Director who develops and implements systems to meet the requirements of local authorities and overseas institutions.
- 6.2 The content and design of all programmes are under constant review at Rushmore in the light of subject developments and changes in the external environment. The views of external examiners, professional and accrediting bodies, employers and students, are all taken into account in the development of courses. Programme content is therefore subject to changes.
- 6.3 Routine evaluation of programmes is central to the assurance and enhancement of quality in learning and teaching. Course evaluation enables Rushmore to gather the views of students on each of the programme of study as a whole, to identify strengths and weaknesses, overlaps and deficiencies.
- 6.4 Students' evaluation on the teaching of staff (SET) is gathered through student evaluation questionnaires. The objective of this exercise is to maintain effective, up-to-date teaching practices throughout the School and to allow academic staff to reflect and improve on their teaching.
- 6.5 Students' evaluation of modules (SEM) is also carried out to gather feedback from students on modules for curriculum development. Information obtained from SEM is reported back to degree awarding bodies and institutions for necessary improvements/amendments to modules.
- 6.6 Feedback from students is considered as an important ingredient in ensuring high quality levels of teaching and learning. Students have the opportunity to elect two representatives for each course to sit on the Staff/Student Consultative Committee (SSCC). The purposes of the SSCC are to ensure that the views of students are given proper weight in the processes of course and module review, and to ensure that the concerns of students about their courses of study are represented to the academic staff throughout the academic year.

n) Any behaviour considered unacceptable by the School.

o) Any student found guilty of any of the above will be liable to disciplinary action.

Plagiarism, Collusion and Cheating

7.2 The school takes very seriously cases of plagiarism, cheating and collusion. Penalties will be imposed on students who engage in, or who support other students engaged in, activities which undermine the integrity of the school's assessment process.

7.3 **Plagiarism** means to take and use another person's ideas and/or manner of expressing them and to pass them off as your own by failing to give appropriate acknowledgment.

7.4 **Cheating** means seeking to obtain an unfair advantage in an examination or in other written or practical work required to be submitted or completed by a student for assessment.

7.5 **Collusion** is the presentation of work, which is the result in whole, or in part of unauthorised collaboration with another person or persons.

7.6 Where there are reasonable grounds for believing that plagiarism, collusion and/or cheating has occurred, this will be reported to the awarding body, who may disallow the work.

7.7 The rules and regulations of the awarding body will be applied if there is suspicion of plagiarism, collusion and cheating for a student's work. The awarding body's decision regarding the student's case will be final.

9.0 IT Policy

- 9.1 Rushmore seeks to promote and facilitate the proper and extensive use of computing/IT in the interests of learning and research. This also requires responsible and legal use of the technologies and facilities made available to students / course participants / and staff of Rushmore.
- 9.2 This Policy is intended to provide a framework for such use of Rushmore's computing / IT resources. It applies to all computing and networking facilities provided by any department or section of Rushmore.
- 9.3 Rushmore's computing resources are provided to facilitate a person's work as an employee or student of the School, specifically for educational, training, administrative or research purposes.
- 9.4 Use for other purposes, such as personal electronic mail or recreational use of the World Wide Web or Usenet News, is a **withdrawable** privilege not a right. Any such use must not interfere with the user's duties or studies or any other person's use of computer systems and must not, in any way, bring Rushmore into disrepute. Priority must always be granted to those needing facilities for academic work.
- 9.5 In order to use the computing facilities at Rushmore, a person must first be authorised. Registration of all registered students are carried out automatically.
- 9.6 All users must correctly identify themselves at all times. A user must not masquerade as another, withhold his/her identity or tamper with audit trails. A user should take all reasonable precautions to protect their resources. In particular, passwords used must adhere to accepted good password practice.
- 9.7 Management, who has appropriate privileges, has the ability to access all files, including electronic mail files, stored on a computer which they manage.
- 9.8 Students' privacy is seen by Rushmore as a privilege and not a right, hence students should not expect to hold or pass information, which they would not wish to be seen by members of staff. Staff is authorised to release the content of a student's files to any member of the staff who has a work-based reason for requiring this access.
- 9.9 Files, which are left behind after a student leaves Rushmore, will be considered to be the property of the School.
- 9.10 No person shall jeopardise the integrity, performance or reliability of computer equipment, software, data and other stored information. The integrity of the Rushmore's computer systems is jeopardised if users do not take adequate precautions against malicious software, such as computer virus programs. Reasonable care should also be taken to ensure that resource use does not result in a denial of service to others.

3. The opportunity to participate on different committees such as the student/teacher programme review board if you become a student representative.

Students are expected to:

1. Participate in programme evaluation and feedback exercise to improve quality, giving their views constructively and honestly.
2. Participate in the process to elect their representatives on different committees. These should attend all committees convey the views of the students they are representing.

Appeals, Complaints and Disciplinary matters

We shall provide you with:

1. Information about how to appeal against assessment decisions or to raise a complaint, and how disciplinary matters are handled.
2. Independent advice and support at complaint, disciplinary and appeals hearings.
3. The assurance that any complaint, appeal or disciplinary matter will be dealt with fairly and impartially. Where justified, you can expect to be offered a reasonable and appropriate means of resolution or remedy.

Students are expected to:

1. Familiarise themselves with the complaints, appeals or disciplinary procedures.
2. Accept any reasonable resolutions to disputes.

Facilities and Services

We shall provide you with:

1. Access to teaching, library and IT facilities in accordance with health and safety requirements.
2. Access to a common area for recreation and for food and drinks.
3. Access to clean and equipped washrooms and toilets.
4. Up-to-date and accurate information on their fee status and/or other charges at the finance department.

Students are expected to:

1. Behave responsibly when using any facility or service and comply with any regulations for their use that are in place.
2. Provide full, accurate and truthful information when applying for any payment facilities.

Students are expected to:

1. Provide information to enable the institution to be aware of needs and commitments which may affect their participation in a programme of study and/or require us to make reasonable adjustments to enable them to participate.
2. Ensure that their behaviour does not offend, discriminate or harass.

Health and Safety

We shall provide you with:

1. A safe and clean environment. Rushmore accepts its duty to ensure the health, safety and welfare of all students, employees and visitors.
2. A smoke-free environment on our premises.
3. Regular information and training with regard to safety.

Students are expected to:

1. Take responsibility for their own health and safety and that of others who may be affected by what they do or fail to do.
2. Be aware of the wellbeing of their friends and fellow students.
3. Promptly report any serious illness or hospitalisation.
4. Provide contact details of close relatives/ friends to contact in case of emergency.

EXTENUATING CIRCUMSTANCE FORM



You should complete this form if you believe that your academic performance has been or will be adversely affected by illness or other serious cause during the period of your study. Please note that your extenuating circumstances will only be considered if (1) the form has been completed **in full**, and (2) your claims are supported by written evidence (such as a medical certificate or a letter from your counsellor or employer) where applicable.

The form must be returned to the course coordinator. All forms will be dealt with in strict confidence. The School has the right to accept or reject your request.

Surname:	
First Name(s):	
Course:	
Semester/Year:	

Date to which your extenuating circumstance apply:	
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Assignments or exams affected by the extenuating circumstance:

Please give details of the extenuating circumstance which you wish to be considered:

☐ Supporting documentation attached (please tick if application)

Student Statement:

- I certify that all information provided on this form is true and correct.
- I understand that the request made can be accepted or rejected by the School.
- I understand that if the request is rejected, I may be penalised for the assignments or exams involved (as per above mentioned).

Signature

Date

FOR OFFICE USE

Course Coordinator:	☐ Accepted ☐ Rejected
Comments:	
Signature:	Date: